

## Saint Michael's College's Employee Vaccination Policy

### Updated April 8, 2022

#### **Purpose:**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Saint Michael's College has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19.

#### **Scope:**

This COVID-19 Vaccination Policy applies to all employees of Saint Michael's College, except for: employees who do not report to a workplace where other individuals (such as coworkers or students) are present; employees while working from home; and employees who work exclusively outdoors.

All employees covered by this policy are required to be fully vaccinated or complete an [exemption form](#) as a term and condition of employment at Saint Michael's College.

Per guidance by the CDC and Vermont Department of Health, fully vaccinated is defined as including a booster, following an initial vaccination series, once eligible.

Employees who: have completed an initial vaccination series and received a booster must upload their proof of vaccination [here](#), as well as following all campus COVID-19 guidelines.

Employees must provide truthful and accurate information about their COVID-19 vaccination status. Employees not in compliance with this policy will be subject to progressive discipline that may result in termination of employment for non-compliance with the vaccine requirements.

Employees may be legally entitled to a reasonable accommodation if the provisions in this policy conflict with a medical condition or a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by completing an [exemption form](#) and sending to Human Resources via email at [OfficeOfHumanResources@smcvt.edu](mailto:OfficeOfHumanResources@smcvt.edu) or by calling 802-654-2703. All such requests will be handled in accordance with applicable laws and regulations and the Americans with Disabilities Act policy in the employee handbook.

#### **Procedures:**

##### **Vaccination Status**

All Saint Michael's College employees should have completed an initial vaccination series and received a booster if eligible, and must upload their proof of vaccination [here](#).

For additional details and to find vaccination locations, visit the VDH website: <https://www.healthvermont.gov/covid-19/vaccine/getting-covid-19-vaccine> or contact your medical provider.

##### **Acceptable Forms of Proof of Vaccination**

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via the Employee COVID-19 [Vaccination Record Form](#).

Acceptable proof of vaccination status is:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Saint Michael's College will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.

### **Supporting COVID-19 Vaccination**

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses and an additional four hours when they are eligible to receive their booster. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time. Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued PTO to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Staff members may utilize gifted PTO (if they have not already been granted 80 hours in the calendar year for COVID-19 related absences) immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

Talk with your supervisor and they will connect with Human Resources to determine if gifted PTO is available to cover your COVID-19 related absence.

## **Employee Notification of COVID-19 and Removal from the Workplace**

Saint Michael's College will require employees to promptly notify Human Resources when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider by reporting this on their electronic daily health affirmation or by emailing Human Resources directly – [OfficeOfHumanResources@smcvt.edu](mailto:OfficeOfHumanResources@smcvt.edu) or by calling 654-2703. They should also notify their supervisor/department chair and/or the Dean's office of their need to be away from work. Employees should not report to work or should leave work immediately once they receive a positive COVID-19 test result until they meet return to work criteria. Employees who are able to work remotely and feel well enough to do so may work remotely with their supervisor/department chair or Dean's approval.

Staff members who are unable to work due to a COVID-19 related reason may be eligible to receive donated PTO time. This is an expansion of the typical use of Donated PTO time beyond FMLA eligible leaves. Employees should work with their supervisor and Human Resources to request up to 80 hours of Donated PTO time (per calendar year) to cover absences directly related to COVID-19, even if the employee has a PTO, Grandfathered Vacation or Sick leave balance. PTO will continue to accrue when using Donated PTO time.

Faculty who are unable to work due to a COVID-19 related reason should inform their chair and the Dean's office immediately. We encourage departments to coordinate their plans with each other and plan for the possibility of illness and/or unexpected absences, ahead of time. We require all faculty to plan their courses on Canvas and populate them with learning materials ahead of time; this not only provides consistency for the students but also facilitates instructional continuity in the case of illness.

### **Return to Work Criteria**

Employees who have tested positive for COVID-19 (whether vaccinated, boosted, or unvaccinated) should stay home and isolate for five days and notify close contacts that they have tested positive. They should also notify [Human Resources](#) that they have tested positive. Human Resources will notify their on-campus close contacts. Under this updated guidance, they may leave home isolation and return to work once five days have passed since the positive test after all the following are true:

- They have two negative antigen tests performed at least 24 hours apart beginning no earlier than day 4, and
- They never had symptoms, or symptoms have improved and they feel better, and
- They have had no fever for at least 24 hours without the use of medicine that reduces fevers, and
- They wear a mask around others through day 10.

If an employee has severe COVID-19 or an immune disease, Saint Michael's College will follow the guidance of a licensed healthcare provider regarding return to work.

### **Face Coverings**

Saint Michael's College will monitor the COVID-19 cases in the state and modify masking requirements as appropriate. Updated masking guidance will be provided via email and will also be posted on the College's [COVID-19 webpage](#). Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or

facial expressions to understand speech or sign language respectively.

**New Hires:**

All new employees are required to comply with the requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

**Confidentiality and Privacy:**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

**Questions:**

Please direct any questions regarding this policy to the Human Resources department by emailing [OfficeOfHumanResources@smcvt.edu](mailto:OfficeOfHumanResources@smcvt.edu).